



462 West Broad Street
Westfield, New Jersey 07090
(908) 654-5900
www.westfieldlittleschool.com

As we continually seek out ways to improve on the services we provide you and your children, we are utilizing an automated tuition and fee payments program.

Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently.

Monthly tuition is automatically debited from your account the last Friday of the month or within 48 hours before or after, for the subsequent month. We can produce a receipt for the payment or you can receive instant email notification by signing up at www.tuitionexpress.com. There is a \$35 fee should Tuition Express be unable to accept payment due to insufficient funds.

Your personal account information is safe with Tuition Express. Automated payments have proven safer than writing checks and eliminate potential check fraud or identity theft.

Please complete and return the attached Tuition Express enrollment form.

If you have further questions please do not hesitate to ask.

Sincerely,

Lauren Wentzheimer
Director